STUDENT Handbook AND Calendar

WARNING:

This contains information that you should know to have a howlingly successful year at FORSYTH TECH -- YOUR CAREER CONNECTION!

Name _____

Curriculum _____

Advisor _____

Office Location _____

Phone # _____

FORSYTH
TECHNICAL COMMUNITY COLLEGE
(910) 723-0371

1996 - 1997
Academic Year

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All information in this publication is subject to change without notice.

The **Student Government Association** welcomes you to Forsyth Technical Community College. We also welcome you to membership in SGA. All students who enroll and pay the $5.00 activity fee are members in good standing and are afforded all of the rights and privileges of general membership.

For more information concerning SGA, see page 21 and pages 31-33.

Meet **Technical Tiger**, the official mascot of Forsyth Technical Community College.

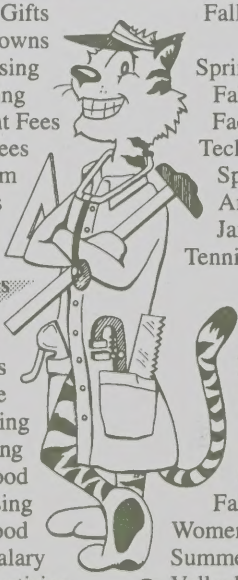
The idea for Technical Tiger was developed by the Forsyth Tech student activities staff and given to Winston-Salem artist Clevell Harris. The Board of Trustees officially adopted the mascot on Thursday, April 20, 1995.

Clevell Harris retains the copyright and SGA owns the character. The following rules apply to using Technical Tiger: 1) Any use of the character must be approved by the Student Government Association; 2) Technical Tiger may not be used for profit by any private company or individual unless licensed by the SGA and the artist.

The Student Government Association of FORSYTH TECH hopes that the college and the community will enjoy Technical Tiger for many years. In the words of one member of the Board of Trustees, "We think he's grrrrreat!"

Do you know that your STUDENT ACTIVITY FEES *pay for all this?*

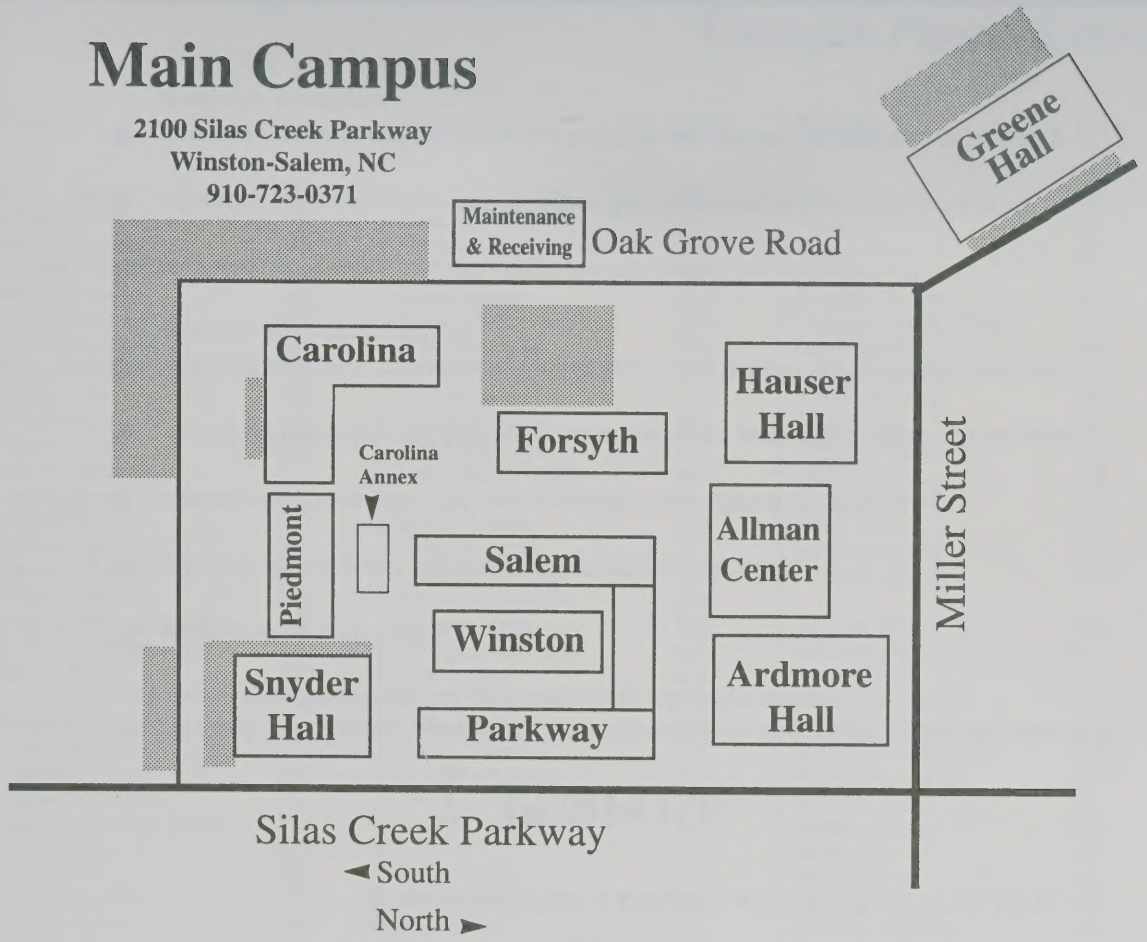
WinterFest T-shirts
Tom Mayerchak Scholarship
Summer Recruitment Mailings for Student Leadership Council
Art in Snyder Hall
Tennis Uniforms
Summer Graduation Video
Student Handbook
Spring Fling Entertainment
Library Automation Software
Basketballs
Angel Tree Extra Gifts
Spring Graduation Gowns
Art of Africa Advertising
Caricature Artist Advertising
Spring Golf Tournament Fees
Basketball Gym Fees
Volleyball Coach Honorarium
Tennis Court Fees
Women in Leadership Mailing
Kwanza Advertising
Basketball Uniforms
James Harold Jennings Advertising
Dr. Martin Luther King, Jr. Celebration Speaker
Christmas Party for Student Leaders
Fall Bowling League
Ice Skating
Spring Golf Tournament Advertising
Fall Festival Food
WinterFest Advertising
Spring Fling Food
Recreation Advisor Salary
Fall Festival Advertising
Membership in State SGA
Tennis Team League Fees
Summer Diploma Covers
Spring Diplomas
Dr. Martin Luther King, Jr. Celebration Printing
Basketball Coach Honorarium
SGA Officers Scholarship
Fall Volleyball League Fees
Student Activities Secretary Salary
Lounge Furniture in Snyder Hall
Spring Graduation Video
Orientation Expenses for New Student Leaders
Dr. Martin Luther King, Jr. Celebration Reception



Fall Golf Tournament Fees
Dr. Martin Luther King, Jr. Celebration Banner
Face-to-face with the President Advertising
Computer Equipment in Student Activities Office
Fall Conference for Student Leaders
Furniture for Student Activities Office
Winter Bowling League
Winter Recruitment Mailings for Student Leadership Council
Dr. Martin Luther King, Jr. Celebration Entertainment
Volleyball Uniforms
Fall Festival Entertainment
Winter Conference for Leaders
Spring Fling Advertising
Fall Festival Decorations
Face-to-face with the President
Technically Speaking Printing
Spring Conference for Leaders
Angel Tree Advertising
James Harold Jennings Art Show
Tennis Balls
Spring Fling Decorations
Volleyball Travel Expenses
Angel Tree Gift Wrapping
Kwanza Celebration
Spring Volleyball League Fees
Women in Leadership Reception
Tennis Team Travel Expenses
Student Activities Office Supplies
Fall Golf Tournament T-shirts
Women in Leadership Advertising
Summer Graduation Gowns
Volleyball Coach Honorarium
Basketball League Fees
Winter Volleyball League Fees
Tassels
Caricature Artist
Spring Diploma Covers
Spring Golf Tournament T-Shirts
Summer Graduation Diplomas
Art of Africa Show
Basketball Team Travel Expenses
Tennis Team Advertising
Raptor Show
Grants for Clubs

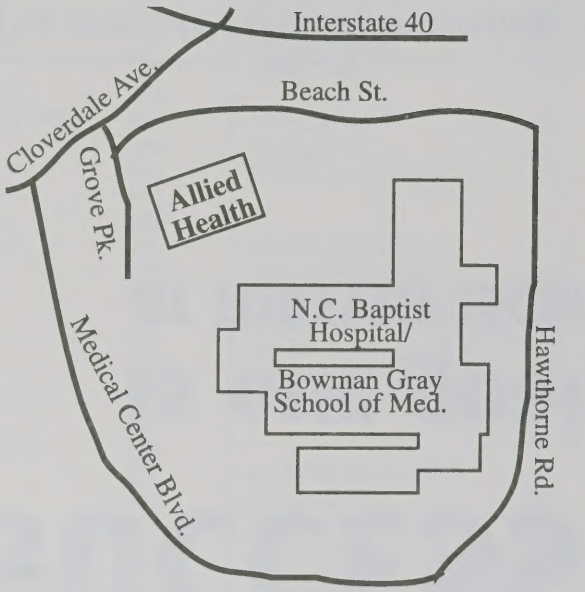
Main Campus

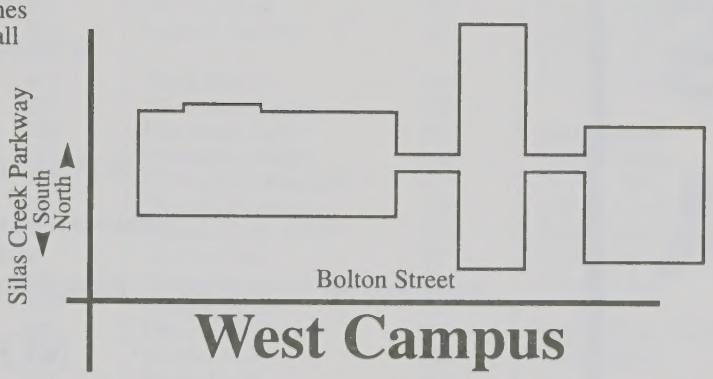
2100 Silas Creek Parkway
Winston-Salem, NC
910-723-0371



Allied Health

1990 Beach Street
Winston-Salem, NC
910-723-0371





West Campus

1300 Bolton Street
Winston-Salem, NC
910-760-2373

CAREER CHANGES AHEAD

Forsyth Technical Community College

Student Parking

MISSION

Forsyth Tech is a comprehensive community college offering lifelong learning and educational opportunities to improve the quality of life for all citizens.

AS AN OPEN DOOR COLLEGE, FORSYTH TECH PROVIDES

ADULTS OPPORTUNITIES FOR
DEVELOPMENT,
EDUCATION, WORKFORCE
PREPAREDNESS, AND
TRAINING FOR A USEFUL AND PRODUCTIVE LIFE.

PURPOSE

Forsyth Tech is dedicated to providing these opportunities through education and training in college transfer, vocational/technical, and continuing education areas.

The purpose of Forsyth Tech is to provide:

- effective teaching and academic support services for adults.
- opportunities for adults who need to master basic education skills.
- vocational education and training for adults who are preparing to enter skilled trades.
- technical education and training for adults wishing to enter occupations in business, industry, and health services.
- technical, vocational, and self-improvement courses for adults.
- education for adults who wish to further their schooling at four-year institutions.
- employee training and retraining for business and industry in response to changing economic conditions.

YOUR #1 SUCCESS

is our goal

AT FORSYTH TECH!

The semester system is coming in the fall of 1997!

Because Forsyth Tech will switch to the semester system in the fall of 1997, changes will be made to the academic calendar (e.g., registration dates). Some of these changed dates were not available for this publication, and the academic calendar on page 4 of the current college catalog is no longer correct. The complete calendar for 1996-1997 will be available at a later date.

Campus Phone Extensions

Name	Ext.
Allen, Marvin	224
Allred, Sam	230
Allred, Susan	369
Atkins, Harold	265
Avery, Mary	266
Ayers, Michael	443
Barringer, Barbara	206
Bergstrom, Barb	205
Black, Ann	423
Blackhall, Wendy	430
Bloom, Carol	343
Boger, Dale	511
Boren, Jerre	433
Bowen, Karen	225
Bowers, Melanie	291
Bradstock,Ken	326
Bright, Susan	502
Brown, Ike	231
Bullins, Adelia (561)	291
Burns, Herb	342
Candelaria, Randy	216
Chandler, Joe	354
Chandler, Terri	226
Chinlund, Alicia	510
Clanton, Rachel (562)	291
Clary, Bob	407
Cline, Jane	402
Clodfelter, Kip	232
Cofer, Mona	466
Collins, Barbara	391
Compton, Paula	248
Conley, Kevin	389
Conner, Anne (564)	291
Cooper, Kathy	440
Cranfill, Robin	410
Cutler, Daisy	509
Dalton, Patty	227
Dalton, Sandra	256
Davis, Dwayne	340
Davis, Polly	419
Davis, Ricky	303
Day, Garry	283
Dery, Ron	261
DeVane, Gloria	380
DeWitt, Linda	505
Dickerson, Teresa	458
Dillard, Betty	451
Dillard, Rose	267
Dillon, Sammy	382
Dosier, Ernestine	435
Draughn, Regina	272
Durham, Debbie (565)*	291
Dymott, Lisa	384
Eddy, Roger	528
Fain, Lin	251
Fleeman, Glen	203
Foltz, Dan	282
Forrest, Bill	455
Fortuna, James	454
Freeman, Carol	291
Furbish, Deborah	462
Geyer, Laura	308
Gibson, Chris	291
Goforth, Shelton	442
Gordon, Merrill	408
Gordon, Tom	218
Gough, Nathanael	452
Grady, Stan	228
Grant, Carter	355
Gregory, Steve	270
Green, Brenda	262
Griffin, Michelle	367
Grose, Odell	281
Grubbs, Julia	411
Hage, Elaine	459
Haith, Sylvia	396
Hall, Mike	545
Hanes, Ken	312
Hardy, Juliet	490
Harkness, Don (566)*	291
Hedrick, Annette	329
Herron, Annette	471
Hickman, Rondolyn	258
Hinkle, Debbie	500
Hinson, Tommy	494
Holland, Carolyn (567)*	291
Howell, Ben	239
Hutslar, Sally	377
Jacobson, Sheri	431
Jarvis, Ken	209
Johnson, Shirley	420
Jolly, Dru	425
Jones, Jerry	501
Kahl, George	313
Kandara, Nick	351
Keener, Susan	390
Kinch, Virgie	404
King, Charlie	241
King, Mary	437
Labosky, Ted	508
Lawing, Barry	461
Lawson, Keith (568)*	291
Lee, Linda	456
Lehman, Carol	366
Lehmann, Ken	297
Lester, Joy	485
Lindsay, Vickie	249
Link, Doris	253
Long, Connie	214
Lore, Ann	422
Lowe, Jennifer	223
Lowery, Luther	436
Marion, Marty	278
Marion, Phil	319
Marotz, Bill	332
Matthews, Tony	406
McLean, Sherraine	242
McLendon, George	260
McSwain, George	271
Mecum, Ann	277
Messer, Edra	429
Metts, Al	310
Miller, Kevin	393
Minter, Lisa	460
Mobley, Patricia	426
Moore, Mary	476
Morris, Matt	296
Myrick, Martha	235
Neal, Wanda	263
Neumann, Leslie	323
Newman, Carol	482
O'Connor, Brian	346
O'Pharrow, Richard	405
Owens, Florence	424
Palmer, Patti (573)*	493
Parker, Carol	387
Petree, Robin	406
Phelps, Susan	236
Piercey, Barbara	217
Pinnix, Allen	464
Poole, Patty	401
Poore, Sherri (575)*	291
Potter, Linda	418
Queen, Garland	337
Rajacich, Carolyn	416
Reeves, Derrick	275
Richardson, Colleen	240
Ritchie, Clyde (569)*	291
Robbins, Freddy	274
Roth, Tom	333
Rousseau, James	273
Rubush, Shannon	441
Sallee, Athene	483
Sample, Phyllis	428
Saylor, Richard	397
Sechrest, Joe	286
Sexton, Gloria	233
Shepherd, Bruce	314
Sheppard, Perry (570)*	291
Shields, Sheila	388
Shirk, Bob	381
Shoaf, Don	412
Shumate, Eddie	535
Silverman, Cheri	202
Sineath, Alice	330
Sineath, BJ	503
Skinner, Sara	399
Slade, John	507
Smith, Rod	527
Smith, Teresa (571)*	291
Sperber, Frank	348
Spurgeon, Thelma	376
Staley, Tom	276
Stoltz, Herb	534
Suggs, Sandra	254
Sutphin, Don	529
Svedek, Jeff	299
Swaim, Cathy	208
Tarr, Jeanette	463
Tennis, Heidi	WC**
Tinnes, Tom	285
Tobias, Carole	331
Tuttle, Jackie	484
Tuttle, Jeff	358
Tyndall, Bob	350
VanderKlok, Becki	238
Vestal, Betty	306
Wallin, Desna	201
Warner, Susan	324
Weaver, Cindy	234
Webb, Minnie	250
Wenner, Ellen	247
Wheat, Bill	349
Wheaton-Dunn, Jill	291
Whisenhunt, Rhonda	448
Whisnant, Pat	309
White, Linda	438
Wilder, Bill	259
Wiles, Jerri	504
Wiles, Rebecca	427
Williams, Ann	398
Wood, Lorraine	255
Worley, Ernestine	434
Wright, Mark	453
Wyatt, Kim	365
Yena, Sallie	229
Young, Jean	290
Yurko, Linda (574)*	291

INSTRUCTIONAL

Arts and Sciences	222
Business Technologies	329
Engineering Technologies	277
Health Technologies	411
Learning Center	480
Developmental Education	267

ADMINISTRATIVE

Admissions	253
Bookstore	289
Business Office	375
Cafeteria	338
Counseling Center	226
Financial Aid	235
Library	217
Maintenance	268
Records	472
Security	243

*Voice mail extension

** West Campus 760-2373

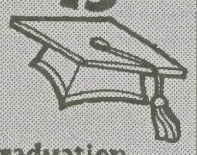
Where Do I Go If I. . .

Academic Questions	*Who to See*	*Where to Go*	*Phone**
...need to determine my **academic standing**?	Records Office	Allman Center 106	472
...want to **audit a course**?	Academic Advisor		
...**can't start a course** as assigned?	Course Instructor		
...want to take a **continuing education** course?	Registration Center	West Campus	760-2373
...want to **change curriculums**?	Admissions Office	Allman Center 123	253
...have a concern about **a course grade**?	Academic Dean		
...need my **grade point refigured**?	Academic Advisor		
...need to determine if I **meet graduation requirements**?	Academic Advisor or		
	Records Office	Allman Center 106	472
...need an **intent to graduate form**?	Records Office	Allman Center 106	472
...am having **problems with my classes**?	Counseling Center	Allman Center 164	226
...have questions about **academic probation**?	Academic Advisor or Counseling Center	Allman Center 164	226
...want to take a **proficiency test**?	Academic Advisor		
...need a **transcript of my grades?**	Records Office	Allman Center 106	472
...need **tutoring**?	Learning Center	Allman Center 213	365
...want to **withdraw from a course or from school**?	Counseling Center or Records Office	Allman Center 164 or 106	226 or 472
Financial Questions			
...need **financial aid**?	Financial Aid Office	Allman Center 148	235
...need **financial assistance for child care**?	Child Care/WINS	Allman Center 147	233
...want to **apply for a scholarship**?	Financial Aid Office	Allman Center 148	235
...want to **apply for a tuition refund**?	Records Office	Allman Center 106	472
...need help in getting my **veterans benefits**?	Financial Aid Office	Allman Center 148	235
...have questions about my **tuitition refund**?	Cashier Office	Ardmore Lobby	450
Other Student Questions			
...want to get involved in **campus activities** or run for an **SGA office**?	SGA Office	Snyder Hall 6002	326
...have a question about **campus security**?	Public Safety	Carolina Annex	243
...need to report a **change of name or address**?	Records Office	Allman Center 106	472
...need help in **choosing a career**?	Counseling Center	Allman Center 164	226
...need **tips on interviewing, finding a job**, and **preparing a resume**?	Employment Assistance Center	Allman Center 150	343
...have a **flat tire** or **locked my keys** in my car?	Public Safety	Carolina Annex	243 or 0
...need special **help due to a disability**?	Testing Center	Allman Center 133	248
...need information about **housing**?	Counseling Center	Allman Center 164	226
...need **health services**?	Public Safety	Carolina Annex	243 or 0
...want to see the **job listings**?	Employment Assistance Center	Allman Center 150	343
...**lost or found** something on campus?	Information Desk	Allman Center	
	Library	Allied Health Bldg.	291
	Public Safety	Carolina Annex	243 or 0
	Registration Center	West Campus.	760-2373
...want to **appeal a Forsyth Tech parking ticket**?	Public Safety	Carolina Annex	243 or 0
...want to **pay a Forsyth Tech parking ticket**?	Business Office	Ardmore Hall	210
...need help with a **personal problem**?	Counseling Center	Allman Center 164	226
...want to appeal my **residency status**?	Admissions Office	Allman Center 123	253

* If dialing from the Allied Health Building, you must first dial 9.

Notes:

August 1996

Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
				1	2	3
4	5 SGA Meeting	6	7	8 Last Day of Classes	9 Grade Posting / Faculty Workday (No Classes)	10
11	12 Faculty Workdays (No Classes)	13  Graduation	14 No Classes	15	16	17
18	19 No Classes	20	21	22	23	24
25	26 No Classes	27	28	29	30	31

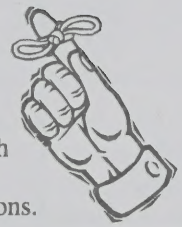
July

S	M	T	W	T	F	S
	1	2	3	4	5	6
7	8	9	10	11	12	13
14	15	16	17	18	19	20
21	22	23	24	25	26	27
28	29	30	31			

September

S	M	T	W	T	F	S
1	2	3	4	5	6	7
8	9	10	11	12	13	14
15	16	17	18	19	20	21
22	23	24	25	26	27	28
29	30					

Terms to Know



To help you with words used by Forsyth Tech faculty and staff, here is a list of frequently used terms and their definitions.

***Academic standing*:** Entering students must earn a grade point average (GPA) of 2.0 by the end of their first quarter and maintain a GPA of 2.0 thereafter.

***Accreditation*:** Various professional agencies appoint teams of evaluators who periodically study Forsyth Tech's programs and services to ensure that they meet standards of quality and are relevant to the college's purpose.

***Adult Continuing Education*:** This division provides non-credit courses for citizens who are 18 years old or older. The opportunities are based on individual need and previous educational achievement.

***Advisor*:** A person who approves the selection of courses for your chosen field of study and is usually a faculty member or counselor in the Counseling Center.

***Associate in Applied Science*:** A two-year technical degree that prepares you for the job market.

***Associate in Arts*:** A two-year College Transfer curriculum that concentrates on humanities and social sciences for those planning to continue in a bachelor's degree curriculum in a senior college.

***Associate in Science*:** A two-year College Transfer curriculum that concentrates on mathematics and physical sciences for those planning to continue in a bachelor's degree curriculum in a senior college.

***Audit*:** A course for which you pay tuition and fees, but do not receive credit. An Audit Request Form is available in the Counseling Center or from the appropriate division dean.

***Catalog*:** The publication you can get in the Admissions Office that contains almost everything you need to know about Forsyth Tech and its programs.

***Certificate*:** A curriculum of study generally requiring one year or less of course work.

***Contact hours*:** The actual number of hours in class per week, per course.

***Counselor*:** A person who provides you with personal, academic, vocational, and career counseling (723-0371 ext. 226, Allman Center).

***Credit hours*:** Every class is worth a value called a *credit hour*. Every degree, diploma, or certificate program requires you to take a certain number of credit hours.

***Cumulative grade point average (GPA)*:** The average of your grades for all classes taken at Forsyth Tech. It is calculated by adding all earned quality points and dividing by the number of credit hours taken.

***Curriculum*:** The program of courses required to receive a degree, diploma or certificate in your chosen area of study.

***Developmental Education*:** This department offers a series of courses for preparation, remediation, and academic guidance if you do not meet the entrance requirements for the curriculum of your choice.

***Diploma*:** **Vocational** curriculums that usually take four quarters to complete. Courses are not designed to transfer to a four-year school. **Adult High School** is a program that allows adults to complete high school courses and credits for an Adult High School diploma. **GED** is a series of tests that correspond to most high school curriculums. People who have not completed high school may choose to take these tests.

***Division*:** An academic area within the college. Forsyth Tech has five: Arts and Sciences, Business Technologies, Continuing Education, Engineering Technologies, and Health Technologies.

***Drop / Add*:** When you adjust your schedule by dropping courses you registered for, but no longer wish to take, and/or adding other courses. The Drop/Add period is limited and is indicated on the calendar.

***Electives / Unrestricted Electives*:** A course which is not specifically named in your curriculum, but is required to graduate. Check with your academic advisor before choosing an elective.

***Financial aid*:** Grants (monies given to students through the federal and state government), scholarships, and student loans are available to qualified students to help meet educational expenses.

***Full-time student*:** A student who is taking at least 12 credit hours. A student who is registered for 11 credit hours or fewer in one quarter is a part-time student.

***Independent study*:** A credit course, allowed only in special circumstances, in which you work individually with a faculty member. (See Forsyth Tech Catalog, 1996-97, p. 28, for more information.)

***Plagiarism*:** Using ideas or words of another as your own without crediting the source. Plagiarism is a form of cheating.

Practicum: A course that offers hands-on experience in the workplace.

Prerequisites: Preliminary skills, knowledge or other courses which are required before your enrollment in a particular course. Prerequisites are listed by course and course description in the catalog. Descriptions are alphabetized by course prefix.

***Probation*:** You are placed on academic probation when your cumulative GPA falls below 2.0.

***Proficiency exam*:** You may, under certain conditions, take an exam and receive credit for a course without having taken the course. You will not receive a grade, just the credit hours. (See Forsyth Tech Catalog, 1996-97, p.29, for more information.)

***SGA - Student Government Association*:** You can get involved in SGA activities by contacting the Student Activities facilitator in Snyder Hall.

***Special credit student*:** A student who is taking one or more curriculum credit courses, but who is not enrolled in a specific curriculum.

***Student activity fee*:** The fee you pay every quarter that covers activities (cookouts, festivals, etc.), part of graduation expenses, and the student newspaper.

***Transcript*:** A printed record of every course you've taken at Forsyth Tech and the grades you've received. An official transcript is stamped with the seal of the college. Transcripts are obtained, at a cost of $2.00, from the Records Office.

***Workstudy*:** A federally supported program through which students, primarily from low-income families, are given preference for part-time employment on campus.

Note: Check current catalog for detailed information.

Notes:

September 1996

Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
1	2 Labor Day Holiday	3 Faculty/Staff Orientation	4 Faculty Workdays (No Classes)	5	6	7
8	SGA Meeting 9 First Day of Classes	10 Last Day to Add Classes	11 Face to Face	12	13	14
15	16	17	18	19	20	21
22	23 SGA Meeting	24	25 Sax Series Snyder Hall	26	27	28
29	30					

2 Labor Day
13 Rosh Hashanah

August

S	M	T	W	T	F	S
				1	2	3
4	5	6	7	8	9	10
11	12	13	4	15	16	17
18	19	20	21	22	23	24
25	26	27	28	29	30	31

October

S	M	T	W	T	F	S
		1	2	3	4	5
6	7	8	9	10	11	12
13	14	15	16	17	18	19
20	21	22	23	24	25	26
27	28	29	30	31		

Academics

Academic Policies and Procedures

This section contains important information on all aspects of academics at Forsyth Tech. Read it carefully and keep your calendar handy in case you need this information.

Advisors/Advisees

The advisor/advisee program is intended to help you during your study at Forsyth Tech. You are assigned a curriculum advisor who will help you choose the correct classes for each registration. Your advisor will have office hours posted so that if you need answers to questions or solutions to academic problems, you will have a personal contact. Your advisor will also help you with registration by checking your previous grades, making sure you've met prerequisites, and, **most importantly, signing your scheduling card**. You are totally responsible for contacting your advisor and getting the proper signature for registration. All discussions with your advisor are confidential.

Class Attendance

You are expected to attend all class, laboratory, shop, practicum, and/or clinical experience sessions. If you miss a session for any reason, you are fully responsible for letting your instructor know why you were absent. Remember that you will have missed instruction, assigned work, testing, or other assignments during your absence. Your instructor will expect you to catch up!

If you are tardy for class, your instructor is allowed to count the tardy toward your total absences. Be sure to talk with your instructor if special circumstances cause repeated tardiness.

Some curriculums have special class attendance. If you are in one of these, you will receive a written notice of the attendance rules by the second class period.

Your instructor can drop you from the class roll if you are absent (or absent and tardy) for more than:

- **three (3) hours of class (Note that this would be three 50-minute sessions or two 75-minute sessions or one 3-hour session.);**
- **two (2) practicum (shop, lab, or clinical experience) sessions which meet for two (2) or more hours;**
- **two (2) hours of class and one (1) practicum (shop, lab, or clinical experience) session which meets for two (2) or more hours.**

* If a class and a practicum (shop, lab, or clinical experience) meet consecutively, each session missed will be counted as an absence.

It is **always** your responsibility to communicate with the instructor about being kept on the roll if you have missed more than the allowed absences. **NEVER** assume that an instructor will excuse an absence.

If you miss 25 percent or more of the total class time, regardless of reason, you will not be given a passing grade in that course. Ask your instructor if you do not understand how to figure the 25 percent mark. Attendance begins on the first session of class, regardless of when you registered, enrolled, or actually attended, and ends on the last session of class.

Evaluation of Students

Instructors have the full responsibility for evaluating the achievement of their students. Students will be informed in writing no later than the second class meeting of the requirements for the course, teaching and evaluation methods, and how the final grade is determined.

Instructors should identify as early as possible those students who are failing and refer their names to their faculty advisors and counselors.

Forsyth Tech encourages the policy of frequent and varied evaluations throughout a course. Each instructor determines the relative value of each of the evaluative instruments they use. The final examination will constitute no more than 20% of the final grade.

The final authority for assignment of grades is the responsibility of the instructor and the division dean.

Grading System

Listed below are the number and letter grades used at Forsyth Tech. An example of how to figure your grade point average (GPA) is given on page 11.

Number Grade	Letter Grade	Number of QP's earned per qtr. hr.
94-100	A	4
86-93	B	3
78-85	C	2
70-77	D	1
Below 70	F	0
*WP	Withdraw passing	0
*WF	Withdraw failing	0
W	Withdraw by 50% point of the quarter	0
I	Incomplete**	0
Y	Audit***	0
CR	Credited granted or passed proficiency	0
TR	Coursed transferred	0

* You may **NOT** withdraw after the 50th day of the quarter without permission of your instructor.

** **A grade of incomplete** is given only if you have a valid reason for not completing all required work and if you have talked with your instructor before the end of the quarter. There are many rules and restrictions for an incomplete, so see your instructor immediately. An incomplete is not automatically given just because you fail to complete an assignment or a test.

*** **Auditing a class** means you pay tuition and fees but you **do not get credit, hours or a grade** for the class. If you need review of course content before taking a class for credit, auditing may be a good choice for you. When auditing, you should do all the reading and work, just as you would if you were getting credit.

You will need a special form to audit a class. Go to the Counseling Center or to the appropriate division dean. You must get the form (with required signatures) to the Records Office before drop/add is over. Once you elect to audit, you may not change your mind past the last day of drop/add.

Notes:

October 1996

Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
		1	2	3	4	5
6	7	8	9	10	11 Fall Festival	12
13	14 SGA Meeting	15	16 Last Day to Drop Without Penalty	17	18	19
20	21	22	23 Sax Series Snyder Hall	24	25	26
27	28 SGA Meeting	29	30	31 ❤ SGA Halloween Blood Drive		

14 Columbus Day
27 Daylight Saving Time Ends
31 Halloween

September

S	M	T	W	T	F	S
1	2	3	4	5	6	7
8	9	10	11	12	13	14
15	16	17	18	19	20	21
22	23	24	25	26	27	28
29	30					

November

S	M	T	W	T	F	S
					1	2
3	4	5	6	7	8	9
10	11	12	13	14	15	16
17	18	19	20	21	22	23
24	25	26	27	28	29	30

Example of How to Figure Your GPA

Assume your quarter grades are:

	Credit Hours		Quality Points		Total Points
B in Oral Communication (3-hr. class)	3	x	3	=	9
C in Business Math (5-hr. class)	5	x	2	=	10
A in Economics I (3-hr. class)	3	x	4	=	12
	11				31

Divide 31 by 11 and you get 2.81 GPA for the quarter.

Course Repeat Rule

If you fail any required course in your curriculum, you must repeat it until you pass; otherwise, you cannot receive a degree, diploma or certificate. If you fail a course in your major, you should see your academic advisor immediately. If that person is not available, see a counselor in the Counseling Center.

The last grade you earn on a repeat course, whether F or higher, will be your official grade and will be used to figure your GPA. A grade of **W** or **WP** will not be considered a repeat grade. A grade of **WF will** be considered a repeat grade.

Academic Standing/Probation

Any time your cumulative GPA drops below 2.0, you are placed on academic probation. That means you are given until the end of the next quarter to raise the average back to a 2.0. If you fail to reach the 2.0 level by the end of the next quarter, an Academic Review Committee will review your record. The committee may reduce the number of credit hours you can take; they may require you to repeat courses in which you earned low grades; or they may drop you from your curriculum.

Appeal of Academic Review Committee

If you want to appeal the decision of the Academic Review Committee, **you must write the dean of your division within 24 hours of receiving notification.**

The dean will convene the division Academic Appeals Committee which will hear the appeal and make a recommendation to the dean. The dean will make the final decision and notify you, the department chairperson and the advisor in writing.

Appeal Concerning a Grade (Academic Appeal)

Any appeal of a course grade should begin with a scheduled conference between student and instructor. If the appeal is not resolved at this level, the student should contact and arrange for a conference with the appropriate department chairperson. If the student does not accept the decision of the department chairperson, the student may appeal to the appropriate division dean. The student has the responsibility to provide the dean with a written letter of appeal by the first class day of the new quarter in order for the appeal to be considered. After conferencing with the student, the dean can convene a division Academic Appeals Committee. This committee will hear the appeal and make a recommendation to the dean. The final decision is made by the dean, who will notify the student, the instructor and the appeal committee chairperson in writing. Questions concerning the appeal process should be directed to your instructor, department chairperson or the dean's office.

Your letter should include:

1. date, your name, signature and telephone number.
2. prefix and number of course for grade being appealed.
3. name of instructor issuing the grade.
4. brief explanation of why you feel the grade is incorrect and what you feel the grade should be.
5. any supporting documentation you feel is needed to explain more fully your position on the grade.

Your appeal letter and any supporting documentation will be duplicated for the committee to review.

Graduation Honors and Awards

Students who have earned a cumulative GPA in their curriculum of 3.50 or above at Forsyth Tech will be granted a diploma or degree with High Honors. Students who have earned a GPA in their curriculum of 3.00-3.499 will be granted a diploma or degree with Honors. A seal of recognition will be placed on the student's degree or diploma, and the student's transcript will be noted to reflect this achievement. To be eligible for Honors or High Honors, at least 32 quarter hours must be completed at Forsyth Tech for those students enrolled in an associate degree curriculum, and at least 16 quarter hours must be completed at Forsyth Tech for those students enrolled in a diploma curriculum. Only graduates in curriculums leading to a degree or diploma qualify for this academic recognition. Graduates of the curriculums leading to a certificate of completion do not qualify.

Quarterly Honors

President's Honors List - At the end of each quarter, a President's Honors List recognizes those students with a quarterly 4.00 GPA. To be eligible for the President's Honors List, students;

a) must be approved and enrolled in a curriculum, excluding Developmental Education students, special credit students and certificate students.
b) must earn a quarterly 4.00 GPA on a minimum of 8 credit hours of curriculum courses.
c) must have completed all course work for the quarter. Students with grades of "I" will not be eligible.

Deans' List - The Deans' List recognizes those students with a quarterly grade point average of 3.50 to 3.99. To be eligible for the Deans' List, students:

a) must be approved and enrolled in a curriculum, excluding Developmental Education students, special credit students and certificate students.
b) must earn a 3.50 or above GPA on a minimum of 8 credit hours of curriculum courses.
c) must complete all course work for the quarter. Students with grades of "I" will not be eligible.

Lists are distributed to the deans each quarter.

Graduation Requirements (Current catalog has detailed information.)

Students graduate with the course requirements that are applicable at the time they enroll in a curriculum if they remain continuously enrolled until graduation. Students who withdraw for two or more quarters from a curriculum must graduate with the course requirements that are in effect at the time they re-enroll. Any exceptions must be approved by the appropiate division dean.

You must have completed all requirements for your curriculum and have a 2.0 GPA. You **must** complete an Intent to Graduate form at least **eight weeks** before your last registration. Forms are available in the Records Office. A $10 graduation fee must be paid at the time the intent form is filed. The fee and intent form are required whether you plan to attend graduation ceremonies or not.

Notes:

November 1996

Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
					1	2
3	4	5	6	7	8	9
10	11 SGA Meeting	12	13	14 Face to Face	15	16
17	18	19	20 Sax Series Snyder Hall	21	22 Last Day of Classes	23
24	25 Grade Posting	26 Faculty Workdays (No Classes)	27	28	29 Thanksgiving Holidays	30

5 Election Day
11 Veterans Day
28 Thanksgiving Day

October

S	M	T	W	T	F	S
		1	2	3	4	5
6	7	8	9	10	11	12
13	14	15	16	17	18	19
20	21	22	23	24	25	26
27	28	29	30	31		

December

S	M	T	W	T	F	S
1	2	3	4	5	6	7
8	9	10	11	12	13	14
15	16	17	18	19	20	21
22	23	24	25	26	27	28
29	30	31				

Grade Reports and Transcripts

Your grades will be mailed to your permanent address after the last day of the quarter. A transcript of your work is kept in the Records Office. A fee of $2.00 per transcript is required for an official copy (to schools, employers, etc.) or an unofficial copy (for you). Forsyth Tech will not issue a transcript if you still owe tuition, fees or penalties to the school. We also will not issue your transcript to another party unless you have authorized it in writing.

What to Do If You Must Withdraw from a Class or School

There is a right way and a wrong way to withdraw from a class or from Forsyth Tech altogether. The wrong way is simply to disappear without officially informing your instructor or the Records Office or Counseling Center. If this happens, your instructor can give you an F in that class, so the penalty is very severe. The right way to withdraw is to tell your instructor as soon as you know you must withdraw or go to the Records Office or Counseling Center and ask for a drop form. If you fill out the form, your official withdrawal date will be the date you filled out the form. If your instructor fills out the form, your official withdrawal date will be the date the instructor records on the form. If you are on financial aid, your official date of withdrawal becomes very important.

If you have to leave school completely--whether temporarily or permanently--you should fill out an official drop form or an end-of-quarter withdrawal form (available from the Counseling Center). If you don't file one of these two forms and you later want to re-enter Forsyth Tech or to transfer to another school, you could be delayed.

If you are a veteran or are receiving financial aid, you must notify the Office of Student Financial Services of your withdrawal.

Readmission to Forsyth Tech

If you were in good academic standing (GPA 2.0 or higher) when you withdrew from Forsyth Tech, to be readmitted you must **update your application** by contacting the Admissions Office. If you are changing to a different curriculum, you must meet the same admission requirements as any new student.

If you are a former student reapplying for admission, you may be asked to supply the Admissions Office with a letter requesting re-entry, transcripts and/or test scores or to meet special re-enrollment conditions.

If you were suspended for disciplinary reasons, you must contact the dean of Student Development Services to discuss conditions for readmission.

Registration for Currently Enrolled Students

Around the middle of the quarter, you will see signs on campus about registration for the next quarter. Read them carefully and follow the instructions. If you are a Developmental Education student, make an appointment with your advisor. Special credit students should go to the Counseling Center on the days scheduled for registration. **You are not officially registered, however, until you have paid all fees and tuition.** Payment dates will be posted around campus and given to students when they register. If you do not pay your fees and tuition by the last day of registration, your registration will be voided.

Transfer Credit

If you have attended another school or college, you may transfer courses that are comparable in content, objective, quality, and credit hours to those at Forsyth Tech by submitting an **official** transcript to the Admissions Office. If you are transferring from a regionally accredited school or one that is a member of the North Carolina Community College System, you may be granted transfer of credit.

You may NOT transfer credit from a continuing education course to a diploma or associate degree curriculum. Also, in most cases, you cannot transfer credit from a diploma curriculum to an associate degree curriculum.

Transfer to Senior Colleges and Universities

Forsyth Tech's College Transfer curriculum allows you to complete the first two years of a liberal arts college curriculum and to earn either an associate in arts degree or an associate in science degree. With either of these degrees, you can transfer to many public or private senior institutions with full junior-year standing. A minimum GPA of 2.0 is required for transfer credit. No course with a grade below C will transfer.

The Career Guidance Center provides information about senior colleges and universities. **Remember, however, that it is your responsibility to contact the Admissions Office of the four-year college/university you want to attend. The decision to accept or to reject transfer credit remains with the school to which you are transferring.**

Services for Students

BOOKSTORE

Monday - Friday .....8:30 a.m. - 3 p.m.

&

Monday, Tuesday, & Thursday.....6 - 8 p.m.

BOOKS - SUPPLIES - T-SHIRTS - ETC.

Located on ground level of Snyder Hall

Hours during registration and summer quarter may vary. Books for Continuing Education courses are sold at West Campus during specified hours at the start of each quarter.

Book Return Policy

1. Last day of returns: two weeks from the first day of class (posted in store).
2. No refund without receipt.
3. No cash refunds on grants.
4. Books must be unmarked and in good condition.
5. Writing name in book will cause a $2.00 deduction from refund even if class is cancelled.
6. A wrongly purchased book can be exchanged for correct book only.
7. Optional study guides - no refund.

Notes:

December 1996

Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
1	2 Faculty Workday (No Classes)	3 First Day of Classes	4 Last Day to Add Classes	5	6	7
8	9 SGA Meeting	10 Face to Face	11	12	13	14
15	16	17	18 Sax Series Snyder Hall	19	20	21
22	23 Faculty Workday (No Classes)	24	25 Christmas and New Year's Holidays	26	27	28
29	30 Christmas and New Year's Holidays	31				

5 Hanukkah
25 Christmas Day
26 Kwanzaa begins

November

S	M	T	W	T	F	S
					1	2
3	4	5	6	7	8	9
10	11	12	13	14	15	16
17	18	19	20	21	22	23
24	25	26	27	28	29	30

January

S	M	T	W	T	F	S
			1	2	3	4
5	6	7	8	9	10	11
12	13	14	15	16	17	18
19	20	21	22	23	24	25
26	27	28	29	30	31	

Counseling Center

If you need help with academic, career, financial, social or personal problems, professional counselors are available during day and evening hours. Counselors are also available during the day at the Allied Health Building and Greene Hall on a specified posted schedule. Appointments may be made in the Counseling Center. Walk-ins are welcome.

Auxiliary Aids for Students with Disabilities

The Special Services/Testing/ADA coordinator will help arrange special services, such as interpreters and notetakers, and provide access to special equipment for qualified students. Contact the Counseling Center.

Career Guidance Center

Career planning assistance is available to Forsyth Tech students and members of the community. For information, contact the Counseling Center.

Employment Assistance Center

The EAC provides job listings and information on local and regional companies to you and to Forsyth Tech graduates who register with the office. Help with resume writing and interviewing skills is also provided. Current job openings are posted on bulletin boards in the following locations:

Allman Center	Hauser Hall
Ardmore Hall	Parkway Building
Carolina Building	Snyder Hall

The Learning Center

The Learning Center offers the following services and programs. For more information, contact the Learning Center.

Courses - The Learning Center offers 16 courses that students take under the direction of an instructor. The students cover the subject material at their own pace, using programmed texts and supplementary materials. When students need help, they receive extensive individual attention from the instructors. Studying in the Learning Center offers students flexibility in scheduling.

Tutoring Services - Tutoring Services offers several methods for helping students who are having academic difficulties. Tutoring is done in one-to-one or small group sessions 2 or 3 times a week. Tutors are primarily fellow students who receive training. Students can get help in virtually every academic course offered on the main campus. The Learning Center also has math, science, reading and basic writing skills labs, all staffed by well-qualified lab assistants. Another service to help students is a variety of workshops on learning skills, conducted by Learning Center staff.

Computers for Writing Papers - The Learning Center has pc's for students to write class papers, reports, assignments, etc. This service is available to any enrolled student doing class-related work.

Placement Test Preparation - Most people entering Forsyth Tech are required to take a placement test. To help these potential students, the Learning Center offers worksheets, practice tests and tips on test taking.

Parking

Student parking is on a first-come, first-served basis. All lots are marked so that you can be sure you are in **student** spaces. Fines are given if you park illegally. You must have a Forsyth Tech sticker for your car; students with disabilities must have a special sticker. If you park illegally in a space for students with disabilities, you can be fined $100.

Pay Phones

Pay phones are located in:

- Student Union - Snyder Hall (downstairs)
- Cafeteria - Hauser Hall (downstairs)
- Breezeway - Parkway Building
- First Floor Foyer - Ardmore Hall
- Front Hallway - Carolina Building
- Back Foyer - Allman Center
- First Floor (near elevator) - Greene Hall
- Student Lounge - Allied Health Building
- West Campus - Front Hallway

Health Services

Limited services are provided by the Public Safety Office. Injuries requiring more than minor first aid will be treated in the emergency room at either Forsyth Memorial or North Carolina Baptist Hospitals.

Child Care

If you are a single parent or a displaced homemaker, you may apply for assistance through the Child Care coordinator.

Emergency Phone Calls

The staff will make every effort to contact you in the event of an emergency phone call. Forsyth Tech does not, however, have facilities to forward general messages to you. Forsyth Tech does not give out identifying information about you to telephone callers and/or unidentified persons without your permission.

Participant Service Center

If you are enrolled in an approved curriculum and are eligible for JTPA (Job Training Partnership Act) programs, you should contact the JTPA coordinator in the Student Financial Aid office.

WINS (Women in Nontraditional Settings)

WINS offers financial assistance and support services to women interested in selected vocational and technical programs. Application may be made with the WINS coordinator. ***Note: Check current catalog for detailed information.***

Single Parent/Displaced Homemaker Program

The Single Parent/Displaced Homemaker Program at Forsyth Tech provides child care assistance and/or other direct support (tuition, books, transportation, etc.) for full- or part-time students who are single parents, single pregnant women, or displaced homemakers enrolled in technical or vocational curriculums. The program is intended to give eligible students the flexibility to plan and complete a training program in order to become economically self-sufficient. To learn more about the program, you may contact the Single Parent/Displaced Homemaker Office.

Notes:

January 1997

Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
			1 New Year's Holiday	2	3	4
5	6 Face to Face	7	8	9	10	11
12	13 SGA Meeting	14	15 Martin Luther King, Jr. Celebration	16	17 Faculty Workday (No Classes)	18
19	20 M. L. King, Jr. Birthday (Holiday)	21	22	23 Last Day to Drop Without Penalty	24	25
26	27 SGA Meeting	28	29 Sax Series Snyder Hall	30	31	

1 New Year's Day
1 Kwanza ends
15 M. L. King, Jr. Birthday
20 M. L. King, Jr. Birthday (Holiday)

December

S	M	T	W	T	F	S
1	2	3	4	5	6	7
8	9	10	11	12	13	14
15	16	17	18	19	20	21
22	23	24	25	26	27	28
29	30	31				

February

S	M	T	W	T	F	S
						1
2	3	4	5	6	7	8
9	10	11	12	13	14	15
16	17	18	19	20	21	22
23	24	25	26	27	28	

Libraries

Forsyth Tech operates libraries at these sites.

- Ardmore Hall Library - first floor
  Mon. - Thurs. 8 a.m. to 9 p.m.
  Fri. 8 a.m. to 3 p.m.
  Sat. 9 a.m. to 12 noon (fall, winter, spring quarters)

- Allied Health Library (AHB) - first floor
  Mon. - Thurs. 8 a.m. to 5 p.m.
  Fri. 8 a.m. to 3 p.m.

Additional information on library services can be found in the Library Handbook, available at any of the campus libraries.

Food Service

Forsyth Tech Cafeteria

Serving
Breakfast - Lunch - Dinner

Hours
7:30 a.m. to 1:00 p.m. ..... Mon. - Fri.
5:30 p.m. to 7:30 p.m. ..... Mon. - Thurs.

Lower Level, Hauser Hall

Just need a snack? Vending machines are located in Snyder Hall, the breezeway in the Parkway Building, the student lounge at the Allied Health Building and the canteen at West Campus.

Computer Lab

An open computer lab is available if you are **enrolled in a curriculum microcomputing course.** A tutor is available in the lab to assist you. The computer lab is located in Room 246, Hauser Hall. The lab is open for both day and evening students. Lab hours are posted at the beginning of each quarter.

Writing Center

Selected English courses are taught in the Writing Center. You will write and edit using computer software. The Writing Center is located in Allman Center, Room 249. At present, the center is open only during designated class times.

Snow! (Bad Weather Policy)

You should **not** call the school, but should listen to radio/TV announcements regarding school closings. When there is no announcement, the school will be open. We **do not** necessarily close when the Winston-Salem/ Forsyth County Schools close!

Tuition and Fees

Tuition and Fees are subject to legislative change.

Tuition Rates (Subject to change without notice)

- In-State Resident..... $13.25 per credit hour
- Out-of-State Resident....$107.50 per credit hour

Students enrolled for 12 credit hours are considered full-time. Students will be charged per credit hour up to 14 credit hours.

EXAMPLE:

Hours Taken	In-State Tuition	Out-of-State Tuition
12	$159.00	$1,290.00
13	$172.25	$1,397.50
14 and up	$185.50	$1,505.00

To qualify for in-state tuition, you must satisfy state law. For more information, contact the Admissions Office.

Payment

To pay tuition, the Business Office recommends you use cash, certified check, cashier's check, or Mastercard or Visa credit cards. You may use a personal check ONLY if you present a numbered photo ID (usually a driver's license). Third party, out-of-country, out-of-state, and business checks will not be accepted. A service charge of $20 per check will be applied if your check is returned for any reason. You may not register and attend classes unless you pay tuition and fees or have a written authorization from a sponsoring agency on file in the Business Office.

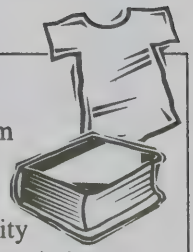
Fees (Subject to change without notice)

Student Fees

- Activity Fee
  Required of all students.....$5.00
- Books and Supplies (quarterly)....$50.00-200.00 (Varies)
- Lab/Equipment/Software Fee .....$5.00-20.00 (selected courses)
- Graduation Fee $10.00
- Liability Insurance.....$15.00 (Health Students)
- Parking Permit (yearly) .....$5.00 (per vehicle on campus)
- Telecourse Fee.....$15.00
- Other Fees
  No laboratory breakage or property damage fees will be charged to you. However, in case of breakage or damage due to gross negligence or maliciousness, you will be expected to reimburse Forsyth Tech.

Tuition Exemption (Senior Citizens)

Senior citizens with proof of age 65 are not charged tuition but are required to pay for books and other fees.



Note:

If you are in a health curriculum which offers clinical work in hospitals, you will have additional costs for textbooks, uniforms, liability insurance, parking fees, and other hospital requirements.

Notes:

February 1997

Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
						1
2	3	4	5	6	7	8
9	10 SGA Meeting	11	12 ❤ SGA Valentine's Day Blood Drive	13	14 Face to Face	15
16	17	18	19	20	21	22
23	24 SGA Meeting	25	26 Sax Series Snyder Hall	27	28	

12 Lincoln's Birthday
12 Ash Wednesday
14 Valentine's Day
17 Washington - Lincoln Day
22 Washington's Birthday

January

S	M	T	W	T	F	S
			1	2	3	4
5	6	7	8	9	10	11
12	13	14	15	16	17	18
19	20	21	22	23	24	25
26	27	28	29	30	31	

March

S	M	T	W	T	F	S
						1
2	3	4	5	6	7	8
9	10	11	12	13	14	15
16	17	18	19	20	21	22
23	24	25	26	27	28	29
30	31					

Tuition Refunds

Tuition and supply fees can be considered for a refund. Student activity fees will be refunded only when classes are cancelled. Students must complete a Request for Tuition Refund form in the Records Office when they drop class(es). All requests are reviewed after the 15th class day. Notification will be mailed to the address provided on the form upon completion of processing.

A 100 percent refund shall be made if the student officially withdraws prior to the first day of classes of the academic quarter as noted in the college calendar. Also, a student is eligible for a 100 percent refund if the class in which the student is officially registered fails to "make" due to insufficient enrollment and is cancelled by the college.

After registration day(s) and beginning with the first day of classes, a 75 percent refund shall be made if the student officially withdraws from the class(es) prior to or on the official 20 percent point of the quarter.

In the event a student, having paid the required tuition for a quarter, dies during that quarter (prior to or on the last day of examinations), all tuition and fees for that quarter may be refunded to the estate of the deceased.

Guidelines for Tuition Refunds

1. Students passing proficiency examinations for courses they have registered and paid for are not eligible for a tuition refund.
2. Refunds of five dollars or less will not be made except for classes cancelled by Forsyth Tech.
3. Fees other than tuition, supply and lab fees cannot be refunded.
4. Tuition is not transferable to other individuals.
5. Late tuition refund requests will not be considered.
6. Tuition Refunds for Adult Continuing Education classes are handled at West Campus.
7. Tuition cannot be held from one quarter to a future quarter.

Student Financial Services

Forsyth Tech makes every effort, within the limitations of its available financial aid resources, to ensure that no qualified student will be denied the opportunity to attend the college because of a lack of adequate funds to meet expenses. Forsyth Tech believes the primary responsibility for providing educational expenses rests with you and your family. However, if you cannot provide the entire cost and demonstrate need, you may obtain the necessary funds to meet your expenses. Financial aid may consist of a grant, scholarship, employment, loan or any combination of these which is appropriate to your circumstances and which meets your financial need. All financial aid is awarded without regard to race, religion, disability, national origin or gender.

Forsyth Tech is approved for the training of persons eligible for benefits administered by the Veterans Administration (VA). For more information concerning application procedures, eligibility requirements for any type of financial assistance, etc., contact the Office of Student Financial Services. The Financial Aid Handbook containing more detailed information is also available.

Student Financial Services
OFFICE HOURS:

Monday - Thursday
8 a.m. - 7 p.m.

Friday
8 a.m. - 3 p.m.

FORSYTH
TECHNICAL COMMUNITY COLLEGE

Academic Calendar
March - August 1997

The semester system is coming in the fall of 1997! Because Forsyth Tech will switch to the semester system in the fall of 1997, changes have been made to the academic calendar (e.g., registration dates). Some of these changed dates were not available for publication in the ***1996-1997 Student Handbook and Calendar***, and the academic calendar on page 4 of the current college catalog is no longer correct. Below is a list of the correct dates. You may wish to add these to your copy of the ***1996-1997 Student Handbook and Calendar***.

Spring Quarter 1997

Wednesday, March 5 ..... Late Registration
Thursday, March 6 ..... First Day of Classes
Friday, March 28 ..... **Easter Holiday**
Thursday May 15 ..... Last Day of Classes
Friday, May 16 ..... Graduation

Summer Session 1997

Monday, May 19 ..... Late Registration
Tuesday, May 20 ..... First Day of Classes
Monday, May 26 ..... **Memorial Day Holiday**
Friday, July 4 ..... **Independence Day Holiday**
Wednesday, July 30 ..... Last Day of Classes
Thursday, July 31 ..... Faculty Work Day
Friday, August 1 ..... Graduation
Monday, August 4 through Friday, August 15 ..... Faculty Work Days

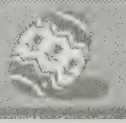
Fall Semester 1997

Monday, August 18 ..... Faculty / Staff Orientation
Tuesday, August 19 through Wednesday, August 20 ..... Late Registration
Thursday, August 21 ..... Faculty Work Days
Friday, August 22 ..... First Day of Classes

95287/6-96

Notes:

March 1997

Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
						1
2	3 Last Day of Classes	4 Grade Posting Faculty Workdays (No Classes)	5	6	7	8
9	10 SGA Meeting	11	12 Face to Face	13	14	15
16	17	18	19	20	21	22
23/30	24/31 SGA Meeting	25	26 Sax Series Snyder Hall	27	28 Easter Holiday 	29

17 St. Patrick's Day
23 Palm Sunday
28 Good Friday
30 Easter Sunday

February

S	M	T	W	T	F	S
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9	10	11	12	13	14	15
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23	24	25	26	27	28	

April

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Student Activities

Forsyth Tech offers numerous student activities for you to participate in.

Student Government Association (SGA)

The Student Government Association promotes interest in student affairs both on and off campus. When you pay your activity fee, you automatically become an SGA member in good standing and are afforded all the rights and privileges of general membership. One of those rights is to apply for membership on the Executive Council of the SGA. The Executive Council administers the student activities budget, plans activities and has the right to vote on SGA issues. The SGA president is a non-voting member of the Forsyth Tech Board of Trustees. Students also serve on several institutional committees. Please find the SGA constitution on pages 31-33 and look it over. If you have any questions about applications, requirements for SGA or any other leadership program, contact the Student Activities facilitator, Ext. 326; the Student Activities secretary, Ext. 509; the recreation assistant, Ext. 356; or the Student Leadership Council office, Ext. 341.

Forsyth Tech Ambassadors

Students are selected each year to represent the college at a variety of on-and off-campus functions. For more information, contact the Student Activities facilitator.

Student Leadership Council

The Student Leadership Council is composed of the members of the SGA, the Ambassador Association and the Student Newsletter Staff. The Council members are selected through an application and interview process. Participating students are people who are interested in developing leadership skills to be used in their careers in business, industry or government. Students learn to work together to accomplish a wide range of projects that have a high impact on the college and community.

The Student Leadership council is intended to be a laboratory of development for motivated students. People who get involved find themselves learning, growing and doing things they never thought they could do. This is a program in which students can test their education, experiment with social and group dynamics and make [illegible] changes without fear or criticism.

Student Clubs/Organizations

If you're interested in joining a club or organization, the following are available. See the Student Activities facilitator for more information.

- Architectural Technology Club
- Data Processing Management Association (DPMA)
- Epsilon Delta Gamma (Law Enforcement Technology)
- F.A.C.T. (Future Advocates for Children's Tomorrows)
- Instrument Society of America
- Literary Club
- Paralegal Club
- Philosophical Club
- Phi Theta Kappa
- Society of Respiratory Care Students
- Student Chapter of the Society of Manufacturing Engineers
- Student Practical Nurse Organization
- Student Nurses Association

Student Recreation

Student recreation programs are offered through the Student Activities Office. Sports offered are determined by your interest and the availability of faculty coaches. Forsyth Tech typically offers men's basketball, coed volleyball, tennis, men's and women's softball and golf. Teams compete against other community colleges.

Student Activities provides a number of recreational activities that are available for all students at Forsyth Tech. The Student Activities Office is open to ideas and suggestions for recreation activities for students.

The gymnasium on the Forsyth Tech West Campus is not available for use on a regular basis. Arrangements for use of the gym must be made through the Student Activities Office, and all activities must be supervised by Forsyth Tech personnel.

Student Publications

You are invited and encouraged to help produce Forsyth Tech student publications, which include:

- ***Technically Speaking*** - This student newsletter is managed and written by a student staff. It provides registration information, a calendar of events, and brief articles about students and staff.

Student Code of Conduct and Responsibilities

Code of Conduct

The act of enrollment at Forsyth Tech includes an acceptance by the student of the rules of Forsyth Tech. By enrolling, the student accepts the obligation to assist in making Forsyth Tech an effective place to conduct a learning process and to engage in the pursuit of truth, the development of self, and the improvement of society. Each enrolled student is considered to be a responsible adult, and Forsyth Tech assumes and requires that men and women who enroll in the various programs will maintain standards of conduct appropriate to the status of students at Forsyth Tech.

Forsyth Tech has an inherent responsibility to maintain order on its campus. Therefore, students may or shall be suspended or dismissed for behavior deemed incompatible with the mission, the regulation, or the responsibility of Forsyth Tech, or deemed to be in violation of any of the provisions of the Code of Conduct as set forth herein.

Forsyth Tech recognizes the right of an enrolled student to receive a full opportunity to learn and develop, unfettered by any and all obstacles not conducive to a sound, fundamental educational program. To this end, Forsyth Tech recognizes, declares, and vests certain rights in each student enrolled at Forsyth Tech.

Student Rights

A. Legal Rights

All the rights and privileges guaranteed to every citizen by the Constitution of the United States and by the State of North Carolina shall not be denied any student. Further, Forsyth Tech shall adhere to all of the statutes of the United States and State of North Carolina. Forsyth Tech has recognized the Student Government Association as the approved agency to voice students' opinions and speak on institutional policies concerning students' activities.

B. Rights of the Learner

The instructor in the classroom and in conference shall encourage free discussion, inquiry, and expression. Student performance will be evaluated solely on an academic basis, not on opinions or conduct in matters unrelated to academic standards.

C. Student Records

The Family Educational Rights and Privacy Act of 1974 provides safeguards regarding the confidentiality of and access to students' records, and this Act will be adhered to by Forsyth Tech.

1. Students may review their educational records by making a request in writing to the director of Records and Recruitment.
2. Ordinarily, student records will not be available for review by third parties unless permission is first

Notes:

April 1997

Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
		1	2	3	4	5
6	7	8	9	10	11	12
13	14 SGA Meeting	15	16 Face to Face	17	18	19
20	21	22	23	24	25	26
27	28 SGA Meeting	29	30 Sax Series Snyder Hall			

6 Daylight Saving Time Begins
23 Professional Secretaries Day

March of Dimes TeamWalk Month

March

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30	31					

May

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25	26	27	28	29	30	31

obtained by such third parties in writing from the student or unless such review is pursuant to a valid court order or subpoena. Exceptions may also be made in the case of parents claiming the student as a dependent. The dean of Student Development Services, in her discretion, shall make the final decision concerning access to records by any persons other than the student.

3. Official transcripts will be issued only upon written request by a student or upon written authorization by a student to be released to a designated entity. **(See Family Educational Rights and Privacy Act of 1974 on page 25 for additional information.)**

D. Freedom of Association

Students are free to organize and join an association organized or existing to promote the student's curriculum or career interest. Student organizations must be approved by the Student Government Association before organization on the campus in order to ensure Forsyth Tech's policies and procedures are adhered to and followed.

E. Due Process

Due process procedures are established to guarantee the right of hearing, a presentation of charges, evidence for charges, the right of confrontation by the questioning of witnesses, and the right to counsel by the accused student, if so requested by the student. Any student aggrieved by the violation of this Code of Conduct shall have the right of appeal to the Student Appeals Committee as hereinafter provided.

General Campus Rules

The following is a general summary and classification of the major rules of student conduct, and any violation shall be considered a violation of this Code of Conduct. For purposes of Forsyth Tech rules and regulations, Forsyth Tech grounds are defined as any location owned, leased, rented, controlled, or otherwise occupied by Forsyth Tech or any division.

Rule 1. Disruption and Disorderly Conduct

A student shall not engage directly or aid and abet in disorderly conduct which is intended to provoke violent retaliation or cause a breach of peace or which disrupts, disturbs, or interferes with the normal routine activities or teaching of students, or which disrupts, disturbs, or interferes with the peace, order, or discipline on Forsyth Tech grounds.

Rule 2. Damage to or Destruction of Forsyth Tech Property

A student shall not intentionally, willfully, or wantonly cause, or attempt to cause, substantial damage to be done to Forsyth Tech property, or shall not steal, or attempt to steal, Forsyth Tech property.

Rule 3. Damage to or Destruction of Private Property

A student shall not intentionally, willfully, or wantonly cause, or attempt to cause, damage to private property of another, or shall not steal, or attempt to steal, private property of another when on Forsyth Tech grounds or while attending a Forsyth Tech activity, function, or event held off Forsyth Tech grounds.

Rule 4. Assault on or Verbal Abuse of Forsyth Tech Employees

A student shall not intentionally cause, or attempt to cause, physical injury, verbal abuse, harassment, or communicate a threat to a Forsyth Tech agent, servant, or employee at any time while such student is enrolled at Forsyth Tech.

Rule 5. Assault or Verbal Abuse of Persons Other Than Employees

A student shall not intentionally cause, or attempt to cause or threaten to cause, physical injury, verbal abuse, harassment, or communicate a threat, or direct any profane language toward any other student or Forsyth Tech guest, visitor, or invitee at any time while such student is enrolled at Forsyth Tech, or while such student is on Forsyth Tech grounds or is attending a Forsyth Tech activity, function, or event held off Forsyth Tech grounds.

Rule 6. Weapons and Dangerous Instrumentalities - NC General Statute 14-269.2

It is unlawful for anyone to possess any weapon, whether openly or concealed, while on educational property. House Bill 1008: It is a felony to possess or carry a firearm or explosive device on educational property or to aid a person less than 18 years old to possess or carry a firearm or explosive device on educational property. This bill makes it a misdemeanor to cause, encourage, or aid a person less than 18 years old in taking or possessing other types of weapons on educational property. This bill also makes it a misdemeanor for any person who owns or possesses a firearm and who resides in the same premises as a person less than 18 years of age, to store or leave the firearm in a condition that the firearm can be discharged and in a manner that the person knew or should have known that an unsupervised minor would be able to gain access to the firearm. In practice, then, this statute permits prosecution of anyone carrying any dangerous instrument in school, on school grounds, or at any school activity.

Rule 7. Narcotics, Alcoholic Beverages, and Controlled Substances

A student shall not knowingly or negligently own, possess, use, transport, or be at any time under the influence of any narcotic drug, alcoholic beverage, or any other controlled substance (as controlled substance is defined by the North Carolina General Statutes or 21 U.S.C. subsection 812) while on Forsyth Tech grounds or during the time when a student is participating in any Forsyth Tech activity, function, or event off Forsyth Tech grounds. Use of any drug authorized by medical prescription from a registered physician shall not be considered a violation of this rule. However, students shall be held strictly accountable for their behavior while under the influence of prescribed medicines.

Rule 8. Classroom and Campus Activities

A student shall comply with all directions of teachers, student teachers, substitute teachers, teacher's aides, Forsyth Tech administrators, or authorized personnel during any time when the student is under the authority of Forsyth Tech personnel. A student on campus shall promptly identify himself to a Forsyth Tech official or campus security officer at all times upon reasonable request. A student shall appear before Forsyth Tech officials or disciplinary bodies when so directed. Any failure by any student to promptly and cheerfully obey or to abide by these regulations in this Rule 8 shall constitute a violation of this Code of Conduct.

Rule 9. Cheating, Forgery, and Related Offenses

It shall be a violation of the Forsyth Tech Code of Conduct for a student to commit any one of the following acts:

1. Academic cheating, including, but not limited to, unauthorized copying of academic work of another, collaboration for use of notes or books on examinations without prior permission of the instructor.
2. Plagiarism or the intentional presentation of work of another without proper acknowledgment of the source.
3. Fabrication and falsification or the intentional misrepresentation of any information or citation in an academic exercise.
4. Submission of substantial portions of the same academic work for credit more than once without authorization.
5. Abuse of academic materials in the form of destruction, theft, or concealment of library or other resource material of another student's notes or laboratory experiments.
6. Complicity in academic dishonesty in helping or attempting to help another student to commit an act of academic dishonesty.
7. Furnishing of false information to any Forsyth Tech personnel including forgery, falsification, or fraudulent misuse of any documents, records, or identification cards.

Rule 10. State and Federal Laws

A student shall not violate any state or federal laws while on Forsyth Tech campus or while attending a Forsyth Tech activity, function, or event off Forsyth Tech grounds.

Rule 11. Student Attire Code

Although Forsyth Tech students may dress informally, cleanliness and neatness of appearance must be maintained. Shirts and shoes are required at all times while the student is on campus or at all times while such student is attending a Forsyth Tech activity, function, or event off Forsyth Tech grounds. Special technical or vocational programs, such as the health

Notes:

May 1997

Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
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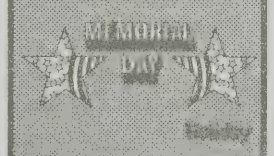
4	5	6	7	8	9	10
11	12 SGA Meeting	13	14	15	16	17
18	19	20	21	22	23	24
25	26 	27	28	29	30	31

11 Mother's Day
17 Armed Forces Day
26 Memorial Day (Observed)
30 Memorial Day

Happening in May:

AAWCC/SGA
Spring Blood Drive
and
SGA Spring Fling

April

S	M	T	W	T	F	S
		1	2	3	4	5
6	7	8	9	10	11	12
13	14	15	16	17	18	19
20	21	22	23	24	25	26
27	28	29	30			

June

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8	9	10	11	12	13	14
15	16	17	18	19	20	21
22	23	24	25	26	27	28
29	30					

programs, may require special attire codes for clinical or laboratory areas. A student shall not attend classes or laboratory work conducted in the clinical or laboratory areas if such student is in violation of the attire codes for such areas. Attire which would create a safety hazard will not be allowed.

Rule 12. **Involuntary Psychological or Psychiatric Withdrawal**
It shall be grounds for dismissal if and when it shall be medically determined that a student poses a threat to the physical well-being of himself or others or if such student has a physical, mental, or emotional condition of such a nature as to disturb or disrupt the normal and usual activities of other persons on campus. A student shall agree to have a psychiatric evaluation when it appears to the satisfaction of the president of Forsyth Tech, or her designee, that such examination is in the best interest of the student, or Forsyth Tech, or both.

Rule 13. **Children are not allowed in classrooms or shop areas** during class sessions, **nor may they be left unattended** in the library, canteen areas, or on campus grounds.

Sexual Harassment Policy

Forsyth Technical Community College is committed to promoting an atmosphere in which all members of the college--faculty, staff, and students--may work free of sexual harassment and provides for an orderly resolution of complaints of sexual harassment.

All members of the college are expected and requested to conduct themselves in such a way that contributes to an atmosphere free of sexual harassment. Sexual harassment of any employee or student is a violation of the policies of the college, as well as state and federal law, and will not be tolerated. Anyone who violates this policy will be disciplined in accordance with appropriate disciplinary procedures.

Sexual harassment is defined as deliberate, unsolicited, unwelcomed verbal and/or physical conduct of a sexual nature or with sexual implications made by any employee or student when:

A. submission to such conduct is made either explicitly or implicitly a condition of an individual's employment, and academic or student status; or

B. submission to or rejection of such conduct by an individual is used as the basis for employment decisions or decisions regarding a receipt of grades affecting that individual; or

C. such conduct has the purpose or effect of interfering with an individual's performance; or creating an intimidating, hostile, or offensive environment in the work place or the classroom.

Any student or employee who believes that he or she has been subjected to sexual harassment in violation of this policy should file a confidential complaint to the dean of Student Development Services for students; or the dean of Human Resources for employees. An investigation of these allegations will be conducted promptly and appropriate action taken.

Sexually harassing behavior may include offensive sexual flirtation, advances, propositions; continued or repeated abuse of a sexual nature; graphic verbal commentary about an individual's body; sexually degrading words used to describe an individual; and the display in the workplace or on campus of sexually suggestive objects or pictures.

Reasonable Person Standard

If there is a question as to whether a certain action or statement constitutes sexual harassment, the college will apply to the facts of the case the standard of behavior of a reasonable person in a similar circumstance. As to actions over which reasonable people might differ, if a request to stop is made known, there is an expectation that the offensive behavior should cease or be modified (1991 OCR Policy Memorandum).

Violation of the Code of Conduct

The following are the degrees of disciplinary action which may be taken as a result of violation of the Student Code of Conduct:

A. Warning - a written notice to the student that continuation or repetition of specified conduct will be cause for further disciplinary action

B. Disciplinary Probation- a written reprimand to the student for violation of a specified rule, which may include exclusion from participation in a class or specified activities for a specified time as set forth in the notice

C. Restitution - reimbursement for damage to or misappropriation of property. Reimbursement may take the form of appropriate service to repair or compensate for damages

D. Suspension - exclusion from class or classes and other student privileges or activities as set forth in the notice of suspension

E. Dismissal on Expulsion - termination of student status for a definite period of time. At the end of this period of expulsion, the student is eligible to apply through the dean of Student Development Services for consideration for readmission

F. Other - other types of discipline as set forth in campus rules and regulations consistent with the incident involved.

The conviction of a student of a criminal offense involving personal misconduct of a kind, which, if condemned by the college, would reflect dishonor or discredit on the college, shall be sufficient grounds for suspension or dismissal of such students.

Enforcement Procedures

Student conduct on a Forsyth Tech campus or student conduct during a Forsyth Tech activity, function, or event held off Forsyth Tech grounds that violates Federal and/or State and Forsyth Tech regulations may be dealt with in the following manner:

1. The student may be turned over to the civil authority and subjected only to the penalties imposed by that authority; or
2. The student may be subjected to sanctions imposed both by the civil authorities and Forsyth Tech; or
3. The student may be subjected to sanctions imposed by Forsyth Tech notwithstanding the fact that civil sanctions may not be imposed.

Disciplinary Procedures

A. Instructional Areas

Any instructor may request a student to leave a class, laboratory, shop, or clinical area when, in the opinion of the instructor, the student's conduct or personal demeanor disrupts normal classroom activities. If the student refuses to leave the class, the instructor may call campus Public Safety for assistance. The instructor, identifying the student and the cause for dismissal from class, will immediately notify in writing the division dean and the dean of Student Development Services of actions taken.

The burden of requesting re-entry to class, laboratory, or clinical areas will be upon the student involved. Request for re-entry must be made to the instructor before the next class meeting. If the instructor decides that the student needs additional counseling before re-entry, the instructor may require that the student meet with the division dean or the counseling staff for further discussion. If the division dean or the counseling staff decides that the student should be dismissed from the class or from Forsyth Tech, the instructor will send a written report (approved by the division dean) to the executive vice president for Instructional Services and the dean of Student Development Services. The dean of Student Development Services will make the decision on dismissal when applicable and dismiss the student. The student will receive oral and written notification of the decision. If a student wishes to appeal the decision, the appeal must be made by writing the Student Appeals Committee within twenty-four (24) hours after receiving the dismissal notice.

B. Noninstructional Areas

Any employee or student may file a written complaint for disciplinary action against any student enrolled at Forsyth Tech. The Public Safety Office may temporarily remove a student from campus when the student is jeopardizing the safety and security of faculty, staff, and/or the student body; a written complaint must then be filed. The complaint must be filed with the dean of Student Development Services, who will promptly investigate the complaint and make

Notes:

June 1997

Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
1	2	3	4	5	6	7
8	9 SGA Meeting	10	11	12	13	14
15	16	17	18	19	20	21
22	23 SGA Meeting	24	25	26	27	28
29	30					

14 Flag Day
15 Father's Day

May

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25	26	27	28	29	30	31

July

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27	28	29	30	31		

a decision regarding suspension, dismissal, or other disciplinary action. Both the complainant and the student involved will be notified in writing. If the student wishes to appeal the decision of the dean of Student Development Services, the appeal must be made by writing the Student Appeals Committee within twenty-four (24) hours after receiving the notice of the decision.

Student Appeals Committee

The Student Appeals Committee will hear the appeal of any student after the appeal process has been exhausted at the department and division levels for instructional areas or the dean of Student Development Services for noninstructional areas. The Student Appeals Committee will hear the appeal of any student regarding the following:

1. discipline;
2. dismissal, except for academic standing;
3. admissions;
4. residency;
5. discriminatory practices, including ADA;
6. sexual harassment.

The appeal will be heard under the following conditions within two working days of receipt of the confirmed appeal:

1. The student must submit a written statement containing factual and valid reasons for the appeal to the dean of Student Development Services, who will forward the statement of appeal to the committee chairperson. The chairperson may return the appeal to the student to clarify, to add factual information, or to state reasons for the appeal; the chairperson may reject the appeal if policies and procedures have not been followed by the student.
2. The committee will confine itself to making a recommendation on the appeal question and not on the validity of existing policies of Forsyth Tech. The committee reserves the right to suggest to the president that a current policy be examined for continued value to Forsyth Tech.
3. The committee will submit its recommendation to the president who will make a final decision and who will notify the parties involved.
4. In matters concerning residency classification, the committee's recommendation will be sent to the dean of Student Development Services, who will notify the parties involved of the decision. The next step in the appeal process is to the State Residency Committee. Procedures on state appeal are available in the dean of Student Development Services' office.
5. Records of the proceedings of the Student Appeals Committee are available upon written request to the dean of Student Development Services.
6. The student must obtain special permission from the executive vice president for Instructional Services to attend classes pending resolution of the case on appeal.

Policy on Compliance with the American Disabilities Act

Congress has enacted the Americans with Disabilities Act. The Board of Trustees of Forsyth Technical Community College intends to comply with the requirements of the Americans with Disabilities Act and provide access to education for persons with disabilities as part of the mission of the institution.

The Board of Trustees is committed to compliance with the Americans with Disabilities Act as a priority of the institution. The Board of Trustees has directed the administration to prepare, publish, and distribute a policy to comply with the letter and spirit of the Americans with Disabilities Act and to take prompt action to implement the requirements of the Americans with Disabilities Act. A copy of this policy can be obtained upon request.

Further, the administration shall solicit the involvement of the community and individuals with disabilities in conducting the self-evaluation and in setting priorities for compliance.

The administration shall report to the Board of Trustees no less frequently than every six months on the progress being made towards compliance with the Americans with Disabilities Act.

1. Appointment of at least one individual with sufficient powers, authority, and staffing to oversee compliance with the Americans with Disabilities Act (i.e. Paula Compton, Special Services/Testing/ADA coordinator);
2. Preparation of a comprehensive self-evaluation of all programs and activities of the institution, including employment;
3. Preparation of an institutional budget for the activities of the ADA coordinator, the self-evaluation, and provision of reasonable accommodation or auxiliary aids and services;
4. Other steps deemed necessary by the administration to comply with the Americans with Disabilities Act, unless these pose an undue burden or would result in a fundamental alteration of programs of the institution;
5. Implement procedures for raising awareness of the requirements of the ADA at all levels of the institution, including senior administrators, faculty, supervisors, and staff.

Infectious Disease Policy

Forsyth Tech is committed to ensuring, as far as possible, that each employee and student enjoy safe and healthful work and/or study conditions. To this end, the college offers the following information for students and employees.

This policy information presents the procedures to be used by Forsyth Tech to protect those students and employees who may be exposed to infectious diseases and bloodborne pathogens. Bloodborne pathogens include, but are not limited to, the Human Immunodeficiency Virus (HIV), which is the causative agent for Acquired Immune Deficiency Syndrome (AIDS), and Hepatitis B Virus (HBV). These procedures are based on written requirements published in the Federal Register (29 CRF 1919.1030).

Persons infected or reasonably believed to be infected with communicable diseases shall not be excluded from enrollment or employment, or restricted in their access to the institution's services or facilities unless medically based judgments in individual cases establish that exclusion or restriction is necessary to the welfare of the individual or the welfare of other members of the institution.

Persons who know or have a reasonable basis for believing that they have an infectious/communicable disease which may pose a threat to others have an obligation to conduct themselves in accordance with such knowledge, so as to protect themselves and others. Accordingly, employees should report this information to the dean of Human Resources, and students should report to the dean of Student Development Services. All information will be kept confidential except to those persons determined by the dean of Human Resources and the dean of Student Development Services as having a need to know. These persons will be informed after the individual is advised that such action will be taken.

It is the further declared policy of Forsyth Tech that its faculty, administration, and staff will conduct a continuing information program for all areas of Forsyth Tech personnel regarding communicable diseases and disabling illnesses.

Drug-Free Student Policy

Drug use and abuse by students have become an immediate concern in our society. These problems are extremely complex and have no easy solutions.

The users of drugs may impair the well being of all students and the educational environment, and may result in damage to Forsyth Tech property.

Therefore, it is the policy of Forsyth Tech that the unlawful manufacture, distribution, dispensation, possession or use of a controlled substance is prohibited while on Forsyth Tech grounds.

(See Student Code of Conduct - Rule 7: Narcotics, Alcoholic Beverages, and Controlled Substances.)

1. Forsyth Tech does not differentiate between drug

Notes:

July 1997

Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
		1	2	3	4 Independence Day Holiday	5
6	7 SGA Meeting	8	9	10	11	12
13	14	15	16	17	18	19
20	21 SGA Meeting	22	23	24	25	26
27	28	29	30	31		

4 Independence Day

June

S	M	T	W	T	F	S
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15	16	17	18	19	20	21
22	23	24	25	26	27	28
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August

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31						

users and drug pushers, or sellers. Any student who gives or in any way transfers or aids and abets in the transfer of a controlled substance to another person or sells or manufactures or aids and abets in the sale or manufacture of a controlled substance while on Forsyth Tech premises will be subject to disciplinary action up to and including suspension from school.

2. The term "controlled substance" means any drug listed in the North Carolina General Statutes or 21 U.S.C. subsection 812 and other federal regulations. Generally, these are drugs which have a high potential for abuse. Such drugs include, but are not limited to, heroin, marijuana, cocaine, PCP, and "crack." They also include "legal drugs" which are not prescribed by a licensed physician.
3. The counseling staff will conduct quarterly mandatory drug awareness and education workshops for students. Individual counseling sessions and educational materials will be available in the Counseling Center at all times.
4. The counseling staff will include in orientation sessions reference to drug policies, drug awareness, and sources for assistance.
5. The counseling staff will be available to lecture and assist instructional staff with class presentations to help educate students regarding alcohol and other drug use as well as the health risks of drug abuse.
6. The counseling staff will have available referrals for treatment and more extensive assistance.
7. Student Development Services will assess the institutional environment annually by reviewing data from Public Safety, the Counseling Center, instructors, and other community resources to guide program development for students.

Crime Awareness and Campus Security Act

Staff, faculty, and students of Forsyth Tech are encouraged to report all criminal actions and other related emergencies to the Public Safety Office, which is located in the Carolina Annex. A special emergency number has been established where staff, faculty, and students may dial extension 325 from any campus telephone (excluding public pay telephones) and receive immediate assistance. The special 325 number is publicized by placing stickers on each campus telephone. Pay telephones provided throughout campus locations are available for students to dial 911 for immediate assistance.

Upon receipt of a complaint, a Public Safety officer is assigned to the case. The complaint is documented, investigated, and processed by the investigating officer. If necessary, or where appropriate, an outside agency such as the Winston-Salem Police Department is contacted for assistance. Other staff of the college, such as the dean of Student Development Services, may also become involved where appropriate.

All complaints are reviewed and, where appropriate, action is taken by the director of Public Safety. Further review and action may be taken through the chain of command, including the president and Board of Trustees.

A Public Safety officer is on duty at all times regular classes are in session.

Family Educational Rights and Privacy Act of 1974

The Family Educational Rights and Privacy Act of 1974 (FERPA) provides many safeguards regarding the confidentiality of and access to student records.

1. Students may review their educational records by making a written request to the director of Records and Recruitment.
2. Student records will not be reviewed by third parties unless permission is obtained in writing from the student. Exceptions may be made for instructors and administrators if the information is for educational purposes. Exceptions may also be made for parents who claim the students as dependents and for credentialing, auditing, or accrediting organizations. The dean of Student Development Services will make the final decision concerning access to records.
3. Official transcripts will be issued only when a written request is received from the student. Transcripts from high schools or other colleges will not be released.
4. Forsyth Tech does not publish or distribute directory information or any personally identifiable information.
5. Forsyth Tech publishes the names of graduates in the graduation program and in local news media. Names of students attaining quarterly academic honors are also published. Students who do not wish their names published must notify the Records Office in writing of their desire not to have their names published for graduation or academic honors.
6. Authorities with court orders are permitted to review records in the presence of Student Development Services administrative staff.

Parking or Traffic Appeal Procedure

1. A request for an appeal of a parking or traffic fine must be submitted in writing to the dean of Human Resources, within seven (7) days of the date of violation.
2. The Traffic Appeals Committee shall consist of three members of the faculty and at least one member of the student body. It shall be the duty of the Traffic Appeals Committee to make a written report to the dean of Human Resources as to each appeal heard and as to the committee's findings in each case appealed. If the committee finds in favor of the student, any fine imposed or paid shall be rescinded or remitted.
3. In the event that an appeal is made under these provisions, the Traffic Appeals Committee shall hear such case upon the original citation only. Students shall have the right to present testimony and witnesses in their behalf. The issues which may be decided by the Traffic Appeals Committee shall be limited to deciding whether there has been a violation of the regulations.
4. The Traffic Appeals Committee shall meet for the hearing of an appeal as directed by the dean of Human Resources. Persons who have an appeal scheduled and fail to appear, after having been duly notified of the time and place of the appeal, will have their appeal denied. There will be no continuance of the appeal unless approved by the dean of Human Resources.
5. All decisions of the Traffic Appeals Committee shall be final.

Admission of International Students Policy

Forsyth Technical Community College shall admit nonimmigrant international students with proper authorization from the Immigration and Naturalization Service. The college requires all nonimmigrant international students to meet all admissions standards, have proof of adequate financial resources, and have medical insurance before the I-20 or other forms are issued. Procedures for applying and being admitted to the college are available in the Admissions Office upon request. Students applying to Forsyth Tech must have on file all required materials two months prior to enrollment. All admissions materials, including transcripts, must have an English translation. Nonimmigrant international students shall not displace North Carolina residents in those curriculums that have a waiting list. Nonimmigrant international students are required to pay tuition at the out-of-state rate ($107.50 per credit hour) by North Carolina law. Please contact the Admissions Office for an application packet and requirements.

Notes:

August 1997

Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
The semester sytem begins fall quarter.					1	2
3	4	5	6	7	8	9
10	11	12	13	14	15	16
17	18	19	20	21	22	23
24/31	25	26	27	28	29	30

July

S	M	T	W	T	F	S
		1	2	3	4	5
6	7	8	9	10	11	12
13	4	15	16	7	18	19
20	21	22	23	24	25	26
27	28	29	30	31		

September

S	M	T	W	T	F	S
	1	2	3	4	5	6
7	8	9	10	11	12	13
14	15	16	17	18	19	20
21	22	23	24	25	26	27
28	29	30				

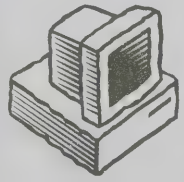
Use of Facilities

The buildings and their contents exist solely for the education of Forsyth Tech's adult population. The use of the facilities for any other purpose is strictly prohibited. Any use of these facilities for personal gain will result in immediate disciplinary action.

Smoking is prohibited in all classrooms, laboratories, shops, and auditoriums.

Animals are prohibited inside the buildings. Any animal on the campus grounds must be on a leash in compliance with the City of Winston-Salem Leash Law Ordinance Section 3-18.

Computer Software Copyright Policy



Forsyth Tech purchases licenses for use of a wide variety of copyrighted computer software. The College does not own the copyright on this software or its related documentation and, unless authorized by the software developer or publisher, does not have the right to reproduce it.

According to the United States Copyright Law, illegal reproduction of computer software can be subject to civil damages up to $100,000 and criminal penalties including fines and imprisonment.

Forsyth Tech does not condone the illegal duplication of computer software or the use of illegally duplicated software. College employees and students shall use computer software only in accordance with its licensing agreements. Any employee or student who makes, acquires, or uses unauthorized copies of computer software shall be subject to disciplinary action.

Constitution

Forsyth Technical Community College
Student Government Association
Preamble

We, the students of Forsyth Technical Community College, in order to promote the philosophy of the college, which encourages the development of its students as total persons, and in order to serve the students of our educational institution by providing leadership and opportunity for participation in a wide range of programs and activities, do establish this Constitution with the approval of the president of Forsyth Technical Community College.

Article I: Name

The name of this organization shall be the Student Government Association of Forsyth Technical Community College, hereafter referred to as the SGA. The governing body of the SGA shall be called the Executive Council, hereafter referred to as the EC.

Article II: Objectives

Section 1. To encourage an interest in our campus, college activities, and student body concerns.

Section 2. To promote a mutual respect between the administration and the student body.

Section 3. To recommend student activity fees and develop a budget for the financial support of such activities and the EC expenses that are compatible with the general welfare of the student body and with the purpose of the college, and to approve all expenditures of the student activity budget.

Section 4. To make recommendations to the president and the Student Activities facilitator, hereafter referred to as the SAF, of Forsyth Technical Community College, concerning matters affecting the student body.

Section 5. To recommend and sponsor student activities and programs in cooperation with the SAF.

Article III : Composition

The Executive Council shall be composed of four representatives from each instructional division and the Ambassador-SGA Liaison. Subsequently, the candidate shall be interviewed by the EC Interview Committee, SAF and appropriate division dean for approval.

Section 1. Representatives shall be enrolled in and actively attending at least six credit hours each quarter and shall have paid the student activity fee.

Section 2. Representatives shall maintain at least a 2.5 grade point average.

Section 3. A president, vice president, secretary, treasurer, public information officer, and parlimentarian shall be elected from the representatives to the EC.

Section 4. The representatives' term of office shall be for a period of one academic year, that being from fall through summer quarters.

Section 5. The SAF shall be the senior advisor to the SGA.

Article IV: Meetings

Section 1. The EC will meet with the SAF on a bimonthly basis.

Section 2. By majority vote, the EC may elect to become inactive during summer quarter.

Section 3. Bimonthly meetings are open to any student, staff member, board member or alumni wishing to attend.

Section 4. The president of the SGA, the SAF, or the president of the college may call a special SGA meeting should the need arise.

Section 5. A two-thirds majority of the active membership shall constitute a quorum.

Section 6. A majority of one passes a vote. The president shall vote only to break a tie.

Section 7. There shall be no voting by proxy except when approved at the previous meeting.

Section 8. Motions passed by the EC shall be subject to review and remand by the SAF.

Article V: Duties

Section 1. The president shall:

A. Call and preside at all EC meetings.
B. Be a nonvoting member of Forsyth Technical Community College Board of Trustees, and attend all board meetings and as many committee meetings as possible. No delegate may be sent in his or her place.
C. Appoint special committees or positions as he or she or the EC deems necessary, except vacancies on the EC.
D. Have the power to act in the absence of the EC representatives when in the interest of the student body.

E. Represent the SGA in all relations with school officials and with other institutions.
F. Submit to the EC such recommendations as he or she deems necessary either in writing or in person.

Section 2. The vice president shall:
A. Be an assistant to the president and assume the duties of the president in his absence.
B. Assume the duties of the president should the president resign.
C. Oversee all committees of the EC and serve as an ex officio member of these committees unless appointed as an official committee member.
D. Inform representatives not present at meetings of all decisions and discussions that occurred.
E. Assist in all other areas as requested by the president.

Section 3. The secretary shall:
A. Maintain and distribute the minutes of all meetings of the EC.
B. Maintain attendance records of all meetings, activities, and projects to be reviewed with the SAF.
C. Coordinate all incoming and outgoing correspondence.
D. Be responsible for reminding all representatives of meetings.
E. Assist in all other areas as requested by the president.

Section 4. The treasurer shall:
A. Maintain the financial reports of the SGA.
B. Assist the SAF in maintaining the inventory of all equipment and materials owned by the SGA.
C. Submit a financial report at all regular meetings of the EC.
D. Serve as chairperson of the budget committee.
E. Assist in all other areas as requested by the president.

Section 5. The Public Information Officer shall:
A. Maintain student information outlets, i.e., bulletin boards, marquee, newsletter, etc.
B. Serve as liaison to the *TECHNICALLY SPEAKING* staff.
C. Serve as chairperson on the Poster and Publicity Committee.
D. Assist in all other areas as requested by the president.

Section 6. The parliamentarian shall:
A. Guide the EC in matters of parliamentary procedure.
B. Shall advise the president in matters regarding the SGA constitution.
C. Shall be available to any club or other organization on campus for instruction on Parliamentary Procedure.
D. Shall review all student organization constitutions and present them to the EC for approval and maintain a file of all student organization constitutions.
E. Shall chair the EC Interview Committee.

Section 7. All representatives, including those holding office, shall:
A. Not miss more than two regular meetings and one called meeting of the SGA per quarter.
B. Participate in at least 75% of all SGA projects and activities.
C. Serve on at least one committee, and miss no more than two regular committee meetings per quarter.
D. Conduct themselves in a manner that is not detrimental to the student body, college, or community.
E. Executive Council representatives who miss more than the maximum allowed meetings will be subject to examination by a Review Committee. (See Article IX, Section 4.)

Articles VI : Committees

Section 1. Standing committees shall include:
A. budget,
B. poster/publicity,
C. interview,
D. all other committees deemed necessary by the president.

Section 2. Inactive committees shall include:
A. All committees not meeting on at least a quarterly basis.

Section 3. Members of committees shall:
A. Serve as chairperson of no more than one standing committee at a time.
B. Serve on no more than three standing committees at a time. (The SGA vice president shall serve as an ex officio member of all committees.)

Article VII: Vacancies

Section 1. Upon the resignation of the president, the vice president shall fill the office of president for the remainder of the president's term.

Section 2. Upon the resignation of any other officer, the vacancy shall be filled for the remainder of the term by vote of the EC.

Section 3. The EC shall fill vacancies as expediently as possible in accordance with Article III, except in the event of a continuous vacancy. A continuous vacancy shall be filled through the following procedure:
A. The president of the SGA may declare the vacancy continuous after 30 days.
B. Upon approval of a simple majority of the EC, a continuous vacancy may be declared open for at-large representation.
C. No more than two vacancies in any one curriculum may be declared for at-large representation.
D. All positions declared for at-large representation shall remain so for the duration of the representative's tenure.
E. Upon relinquishing of office by the at-large member, the vacancy shall revert to its original curriculum.

Article VIII: Grievance Procedures

Section 1. Anyone who wishes to file a formal complaint concerning SGA/EC procedures, officers, or representatives should send a written complaint to the president or highest uninvolved officer and SAF.

Section 2. The grievance will then be reviewed by the officer and the SAF and may be brought before the EC unless the grievance is of a personal nature.

Section 3. Action on any grievance is subject to review and remand by the president of Forsyth Technical Community College.

Article IX: Impeachment

Section 1. A representative is eligible for impeachment by committing any one or combination of the following:
A. Does not have reasonable excuses for prolonged absences of those detailed in Article V, Section 6, items A, B and C.
B. Does not perform the duties as assigned in the Constitution.
C. Exhibits conduct unbecoming an EC member.

Section 2. A formal written complaint must state the reason for impeachment. A copy must be sent to the SAF and the highest uninvolved officer or representative.

Section 3. The SAF and the highest uninvolved officer or representative, plus the EC representative of longest tenure, will constitute the Review Committee.

Section 4. The Review Committee will review the formal complaint with the representative within ten days. If the complaint is found to be valid, the Review Committee may place the representative on probation or call for impeachment proceedings by the EC.

Section 5. The Review Committee must call a special meeting of the EC for impeachment proceedings.

Section 6. The impeachment proceedings will be held as follows:

A. Reason for dismissal will be read.
B. The highest uninvolved officer will substantiate the reason for dismissal.
C. The representative will explain the reason for his or her actions and may present any witnesses he or she deems necessary.
D. A vote will be taken and the majority will rule.

Article X: Amendments

Amendments to this Constitution shall be proposed by a representative of the EC or the SAF at a meeting. Such amendments shall become a valid part of this Constitution when approved by two-thirds of all members at a duly announced meeting and approved by the president of Forsyth Technical Community College. Voting on such amendments may not occur during the same meeting in which amendments were proposed.

Article XI: By-laws

The EC shall establish and maintain by-laws for the purpose of instituting rules and procedures of administration and operation of the SGA. Amendments to the SGA by-laws shall be valid when members have been notified of proposed changes seven days in advance and approved by a simple majority at a duly announced meeting of the EC and approved by the SAF.

Notes

Continuing Education Calendar 1996 - 1997
West Campus

FALL QUARTER 1996

Monday, August 19 ..... Preregistration begins
Monday, September 2 ..... Labor Day holiday
Tuesday, September 3 ..... First day of classes
Tuesday, November 12 -
Monday, November 18..... Classes end (last class day depends on which day(s) class meets)

WINTER QUARTER 1996 - 1997

Monday, November 18..... Preregistration begins
Thursday, November 28 -
Friday, November 29 ..... Thanksgiving holiday
Monday, December 2 ..... First day of classes
Tuesday, December 24 ..... Christmas / New Year's holiday begins 8 a.m.
Thursday, January 2 ..... Classes resume 8 a.m.
Monday, January 20 ..... Martin Luther King, Jr. Birthday holiday
Thursday, February 20-
Wednesday, February 26 ..... Classes end (last class day depends on which day(s) class meets)

SPRING QUARTER 1997

Monday, February 17 ..... Preregistration begins
Monday, March 3 ..... First day of classes
Friday, March 28 ..... Easter holiday
Monday, May 12 -
Saturday, May 24 ..... Classes end (last class day depends on which day(s) class meets)

SUMMER QUARTER 1997

Monday, May 19 ..... Preregistration begins
Monday, May 26 ..... Memorial Day holiday
Monday, June 2 ..... First day of classes
Friday, July 4..... Independence Day holiday
Monday, August 11 -
Friday, August 22 ..... Classes end (last class day depends on which day(s) class meets)

Notes

The semester system is coming in the fall of 1997!

Because Forsyth Tech will switch to the semester system in the fall of 1997, changes will be made to the academic calendar (e.g., registration dates). Some of these changed dates were not available for this publication, and the academic calendar on page 4 of the current college catalog is no longer correct. The complete calendar for 1996-1997 will be available at a later date.

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